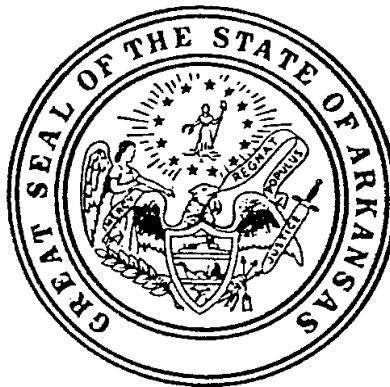


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Rules
of the
**Board of Registration for
Foresters**



January 1, 2012

DRAFT-9/8/11

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3 RULES

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5 OF THE

6
7 ARKANSAS STATE BOARD OF REGISTRATION FOR FORESTERS

8
9 I. General

- 10
11 A. Definition: The “Board” means the Arkansas State Board of Registration for
12 Foresters.
13
14 B. Intent: These Rules supplement the Board’s enabling legislation, codified at
15 A.C.A. § 17-31-101 *et seq.* These Rules govern the conduct of the business of
16 the Board and shall be interpreted to establish orderly, equitable, and efficient
17 procedures.
18
19 C. Effective Date: These Rules are effective January 1, 2012 or, pursuant to
20 A.C.A. § 25-15-204(e), 30 days after filing, whichever is later.
21
22 D. Authority: The Arkansas General Assembly established the Board and
23 prescribed its organization, duties, and powers. A.C.A. § 17-31-101 *et seq.*
24
25 E. Compliance: The Board shall comply with the Administrative Procedure Act,
26 codified at A.C.A. § 25-15-201 *et seq.* and with the Freedom of Information
27 Act, codified at A.C.A. § 25-19-101 *et seq.*
28

29 II. Membership and Structure

- 30
31 A. Members and Terms: A.C.A. §17-31-201(b) provides that the Board shall
32 have six members appointed by the Governor. Members serve five-year terms.
33
34 B. Officers: A.C.A. § 17-31-203(a) provides that the Board shall elect annually
35 from its membership a Chair, a Vice Chair, and a Secretary. The Board will
36 elect officers during the final business meeting of the fiscal year. The terms for
37 officers begin July 1.

38
39 1. Chair

- 40
41 a. The Chair shall call Board meetings.
42
43 b. The Chair shall determine the schedule and agenda for Board
44 meetings, except the Chair shall place items on the agenda at the
45 request of three or more members.

- c. The Chair shall preside at Board meetings.
- d. The Chair may establish Committees and appoint members.
- e. The Chair shall authenticate by the Chair's signature all the approved acts, orders, and minutes of the Board.
- f. The Chair may represent the Board.

2. Vice Chair

- a. The Vice Chair shall become the acting Chair and temporarily shall assume the powers and duties of the Chair in the event of the absence or disability of the Chair.
- b. The acting Chair shall revert to the Vice Chair and the Chair shall resume the powers and duties of the office when the Chair is able.

3. Secretary

- a. The Secretary may call special meetings.
- b. The Secretary shall notify Board members of meetings.
- c. The Secretary may sign registration certificates.

III. Committees

A. General

- 1. Committees shall review issues and recommend action to be taken by the Board. Committees are not empowered to act on behalf of the Board absent specific authorization.
- 2. A Committee shall meet as needed and as called by the Committee Chair.
- 3. The Committee Chair shall determine the agendas for Committee meetings, preside at Committee meetings, and report Committee recommendations to the Board.
- 4. The Committee Chair shall authenticate by the Chair's signature all the approved acts, orders, and minutes of the Committee.

1 IV. Meetings of the Board

- 2
- 3 A. Quorum: A.C.A. § 17-31-203 provides that a quorum shall consist of not fewer
- 4 than three members, and no action shall be official without at least three votes in
- 5 accord.
- 6
- 7 B. Regular Meetings: A.C.A. § 17-31-203(c) provides that the Board shall conduct
- 8 at least two regular meetings each year.
- 9
- 10 C. Procedures: In presiding at meetings, the Chair shall employ reasonable and
- 11 efficient procedures.
- 12
- 13 D. Voting: Except the Chair, each member shall be entitled to one vote on each
- 14 matter coming before the Board. The Chair may vote whenever the Chair's
- 15 vote will affect the result.
- 16

17 V. Public Information

18

19 The Board's Executive Director is responsible for the day-to-day affairs of the Board

20 and is the custodian of the Board's records. The Board's office is at 3821 West

21 Roosevelt Road, Little Rock, AR 72204. Please call the Executive Director at

22 501/296-1998 or visit the Board's website at www.arkansas.gov/abof for information,

23 schedules, and forms.

24

25 VI. Registration

- 26
- 27 A. Requirement: A person must be a "Registered Forester" to lawfully practice
- 28 forestry in Arkansas. A.C.A. § 17-31-101, 301.
- 29
- 30 B. Becoming Registered
- 31
- 32 1. Review A.C.A § 17-31-302 to determine if you meet the statutory
- 33 requirements for education and/or experience.
- 34
- 35 2. Obtain an application form from the Board.
- 36
- 37 3. Submit to the Board a completed application and a \$10 (\$20 out-of-state)
- 38 non-refundable application fee.
- 39
- 40 4. Sign-up for the Registered Foresters exam, pay the \$30 exam fee, and pass
- 41 the exam.
- 42
- 43 5. Pay the \$30 (\$60 out-of-state) registration fee.
- 44 C. Maintaining Registration

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1. Registered Foresters must pay an annual renewal fee of \$30 (\$60 out-of-state).
2. Registered Foresters must annually participate in continuing forestry education and must certify to the Board completion of at least the minimum requirement pursuant to A.C.A §17-31-307.

D. Reciprocal Registration: Reciprocity is governed by A.C.A §17-31-308.

VII. Continuing Education

- A. Except as set-out in paragraph E, every Registered Forester shall complete eight hours of approved continuing forestry education during each calendar year. Of those eight hours, at least one hour shall be ethics.
- B. A Registered Forester may carry-over to the next calendar year up to four hours of continuing forestry education.
- C. The continuing education requirement must be met through courses that have been approved by the Society of American Foresters or the Board.
- D. An hour of continuing forestry education shall include at least fifty minutes of instruction.
- E. Waiver of Continuing Education Requirement
 1. For the causes set-out in A.C.A §17-31-307(d), the Executive Director may waive the continuing education requirement.
 2. The Executive Director's waiver must be ratified by the Board.